

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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**Community Service Block Grant (CSBG) Advisory Committee (CAC) Meeting
Tuesday, December 7, 2004
Sheraton Gateway @ LAX**

Attendees:

Associated Community Action Program
Campesinos Unidos, Inc.
Center for Employment Training
Central Valley Opportunities Center, Inc.
City of Los Angeles Community Development Department
Community Action Agency of Butte County, Inc.
Community Action Agency of San Mateo County, Inc.
Community Action Commission of Santa Barbara County
Community Action Partnership of Kern County
Community Action Partnership of Orange County
Community Action Partnership of San Bernardino County
Community Enhancement Services
Community Services and Employment Training, Inc.
Contra Costa County Community Services Department
Economic and Social Opportunities, Inc.
Economic Opportunity Commission of San Luis Obispo County, Inc.
Fresno County Economic Opportunities Commission
Glenn County Human Resource Agency
Kings Community Action Organization, Inc.
Los Angeles County, Dept. of Community and Senior Services
Madera County Community Action Agency
Monterey County Community Action Partnership
Northern California Indian Development Council, Inc.
San Joaquin County, Dept. of Aging, Children's and Community Services
Ventura County, Commission on Human Concerns
Yolo County Dept. of Employment and Social Services

Introductions

Attendees introduced themselves and described recent activities at their respective agencies.

Approval of Minutes

The Minutes of the August 25, 2004, meeting at CSD offices, were approved. Bill Parker from San Mateo noted that he attended the last meeting; however, he was not listed as an attendee.

Director's Report

Funding

Director Tim Dayonot reported that California expects a small reduction in funding, .8%. State Law requires that the amount be backfilled to the prior year's funding level, which will reduce the discretionary funds by approximately \$474,281. Tim noted that this is the third year in a row of cuts to the CSBG funding level. Contracts are expected to be mailed out the last week of December.

Naturalization

CSD received \$1.5 million in State funding for its Naturalization Services Program. Notices of Intent to award contracts have recently been announced and are available to view at the CSD website.

Automatic Enrollment

Tim reported that 30,000 households have been enrolled in the CARE discount rate as a result of CSD's participation in automatic enrollment.

California Performance Review

Wendy mentioned that all departments within the Health and Human Services Agency had representatives review the CPR recommendations and provide comments to the Agency Secretary. The recommendations are currently under consideration by the Governor's Office. CSD will share information as it is released by the Governor's Office.

Implementation of New ROMA Indicators

National Indicators of Community Action Performance

Pamela Harrison provided an update on the activities and accomplishments of the National Program Indicators Work Group (NPI Group), which is comprised of CSD, Community Action Agencies (CAA) and Association staff. The NPI Group has proposed changes to the 2005 CSBG Contract and reporting requirements which are implemented in the draft 2005 CSBG Contract. The following is a summary of the changes:

- Eliminate the Safety Net Client Contact Report (CSD 296)
- Change the Client Characteristic Report (CSD 295) from a semi-annual to an annual report
- Revise the reports due date from the 15th to the 20th of the month.

The NPI Work Group developed the California Supplemental Instructions (*Supplement*) to assist the CAA's in implementing the National Indicators and defines sections that required State definitions. Additionally, the Family, Community and Agency Development Scales will not be required as a component of the 2006/07 Community Action Plan. The new NPI does not collect scale measure reporting. The scales should still be used as a tool at the local level to track the success and outcomes of clients.

CSBG Contract

Pamela Harrison discussed that due to the required implementation of the National Indicators of Community Action Performance, CSD issued a new one-year contract for 2005. Although projections were previously based on a two-year contract (2004/05), it is necessary to identify those outcomes to be achieved in 2005. The numbers may increase or decrease depending on which NPI goals are being addressed.

Elizabeth Steinberg of San Luis Obispo thanked the workgroup for its efforts.

Contract Changes

None.

Plans for 2005 Workshop

Wendy Wohl explained the difference between the Regional Workshops and the Sub-Regional Workshops. Essentially, the Regional Workshops are targeted for executive directors, board members, and program managers and will answer the "What and Why" questions about program changes and requirements. The Sub-Regional Workshops are targeted for program staff, intake/outreach staff, crew members, fiscal staff and program managers (if they choose) and will answer the "What and How" questions about program changes and requirements. A draft agenda of proposed topics for both workshops was distributed. A final agenda will be distributed to all providers in a few weeks. Wendy reminded providers to get their reservations in quickly and to make necessary changes to participants and workshops if necessary.

AB 444 Committee Update

AB 444 Committee Member Cheryl Hagen provided an update on the committee's activities. The committee's objective is to provide a recommendation for an equitable methodology for making adjustments to the CSBG funding formula in the future. The recommendation will be made to Cal/Neva and then be passed to the network. The committee is comprised of 15 members, including private, education based groups, and large and small minimum-funded agencies. Two meetings have been held, a consultant has been selected through an RFP process, and the plan is to have the consultant survey agencies. The Cal/Neva Executive Committee is meeting on December 8, and the committee will meet again on December 14.

Tom Tenario added that the consultant comes from the California Institute for County Government and was selected because of the quality of analysis in the proposal. A recommendation should be ready by Spring. The consultant has been given a balanced list of agencies to contact.

Future Agenda Items

Providers brainstormed the following ideas:

- Establish a subcommittee to generate agenda items
 - Best Practices - highlight one agency each meeting to discuss best practices; hold meeting at respective agency's office
 - Establish a subcommittee to work on CSBG contract changes, discuss audits and insurance requirements
 - Bring in experts on different topics to make presentations on issues such as housing, health, and food assistance.
 - Establish workgroups by theme, i.e., funding opportunities, WIA
 - Discuss Healthy Homes and utility issues, and the overlap in LIHEAP and CSBG
 - CSBG automation
 - Update CSBG regulations
 - Look at scales
 - CSD should help to bring in additional funding to agencies
 - Community Action Plan training
 - Workforce Investment – possibly bring in an expert
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- **On-going agenda items**
 - California Performance Review Update
 - AB 444 Status
 - National Performance Indicators/Outcomes

Old Business

None.

New Business

CSD will make greater efforts in arranging the agenda to make the best use of the time.

Adjournment

The meeting was adjourned at 3:15 p.m.